



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATJA

16 November 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Attendance of  
Military and Civilian Personnel at Private Organization Meetings

1. The following personnel are delegated approval authority for attendance at private organization meetings or conferences held in the continental United States:

- a. Commander, U.S. Army Accessions Command.
- b. Commander, U.S. Army Combined Arms Center.
- c. Commander, U.S. Army Combined Arms Support Command.
- d. Commander, U.S. Army Recruiting Command.
- e. Commander, U.S. Army Cadet Command.
- f. Commander, U.S. Army Training Center and Fort Jackson.
- g. Commandants, TRADOC Schools.
- h. Director, Futures Center.
- i. Directors, U.S. Army TRADOC Analysis Center and Other Special Activities.
- j. HQ TRADOC Deputy Chiefs of General and Chiefs of Special Staff Offices.

This authority may not be further delegated.

2. Ensure requests for attendance are in accordance with AR 1-211, Attendance of Military and Civilian Personnel at Private Organization Meetings, 1 Dec 83, paragraph 4.

3. Submit any requests for attendance at meetings or conferences held outside the continental United States to HQ TRADOC (ATJA).

4. Private organization conferences often include social events either hosted by the conference organizer or by a separate entity (sometimes a defense contractor) as part of the

ATJA

SUBJECT: Delegation of Authority to Approve Attendance of  
Military and Civilian Personnel at Private Organization Meetings

conference agenda. Many times, Army conference attendees are offered "free attendance" to these social events, which usually take the form of a reception, luncheon, or dinner. Army attendees may accept these gifts of free attendance provided the event is "widely attended." Whether a particular event is "widely attended" is situation specific requiring consultation with an Ethics Counselor. The following personnel are the agency designee approval authorities for the acceptance of gifts of free attendance to widely attended gatherings:

a. For general officers in command in the grade of O-7 or above, the agency designee is his or her Ethics Counselor.

b. For all other personnel, the agency designee is the first supervisor who is a commissioned military officer or a civilian above GS/GM-11 in the chain of command or supervisor of the DoD employee concerned. The agency designee may act only after consultation with his or her local Ethics Counselor.

5. Offers of free attendance at seminars and conferences pose a myriad of potential ethical issues for Army invitees. It is important to note virtually no sporting event, such as an offer of free golf, qualifies as a widely attended gathering. Consult early and often with designated Ethics Counselors on all issues associated with attending or providing logistical support to private organization conferences.

6. Point of contact is TRADOC OSJA, (757) 788-2302/4363 or DSN 680-2302/4363.



WILLIAM S. WALLACE  
General, U.S. Army  
Commanding

DISTRIBUTION:

Commander  
U.S. Army Accessions Command  
U.S. Army Combined Arms Center  
U.S. Army Combined Arms Support Command

Commandants, TRADOC Schools  
(CONT)

ATJA

SUBJECT: Delegation of Authority to Approve Attendance of  
Military and Civilian Personnel at Private Organization Meetings

DISTRIBUTION: (CONT)

Director

Futures Center

U.S. Army TRADOC Analysis Center

U.S. Army Aeronautical Services Agency

U.S. Army Nuclear and Chemical Agency

Deputy Chiefs of General and Chiefs of Special Staff Offices, HQ  
TRADOC